

# **Chevy Chase Village Board of Managers' Meeting**

## **July 13, 2015**

*Note: These minutes reflect the Board's actions only, and do not include remarks made by members of the Board of Managers, Legal Counsel, Village Staff or others in attendance.*

### **BOARD OF MANAGERS**

Michael L. Denger, Chair	Present
Elissa A. Leonard, Vice Chair	Absent
Richard M. Ruda, Secretary	Present
David L. Winstead, Assistant Secretary	Present
Gary Crockett, Treasurer	Present
Robert C. Goodwin, Jr., Assistant Treasurer	Absent
Minh Le, Board Member	Present

### **STAFF**

Shana R. Davis-Cook, Village Manager	Present
John Fitzgerald, Chief of Police	Present
Michael Younes, Director of Municipal Operations	Present
Demetri Protos, Finance Director	Present
Ellen Sands, Permitting & Code Enforcement Coordinator	Present
Melissa Wiak, Community Liaison/Administrative Assistant	Present

### **COUNSEL**

Suellen M. Ferguson, Village Counsel	Present
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Mr. Denger, Chair of the Board of Managers, called the meeting to order at 7:30 p.m.

### **Approval of Minutes from the Board's Executive Session held on June 8, 2015**

Minutes of the Board's executive session held on June 8, 2015 were circulated to the Board prior to the meeting.

*Mr. Winstead moved to approve the minutes of the Board of Managers' executive session held on June 8, 2015, as drafted.* Mr. Ruda seconded the motion. Mr. Denger, Mr. Ruda, Mr. Winstead, Mr. Crockett and Ms. Le voted in favor of the motion. The motion passed.

### **Approval of Minutes from the Board's Regular Meeting held on June 8, 2015**

Minutes of the Board's regular meeting held on June 8, 2015 were circulated to the Board prior to the meeting.

*Mr. Crockett moved to approve the minutes of the Board of Managers' regular monthly meeting held on June 8, 2015, as drafted.* Ms. Le seconded the motion. Mr. Ruda, Mr. Winstead, Mr. Crockett, and Ms. Le voted in favor of the motion. Mr. Denger abstained because he was not present for the meeting. The motion passed.

**Special Permit Request:****Continuation of A-6741 (Special Permit Request) Mr. and Mrs. Joshua T. Brady, 5611**

**Kirkside Drive:** Modify and maintain two (2) structures along either side of a rise and walkway that were installed in the Kirkside Drive public right-of-way. Supporting materials, including a Staff Information Report, for this case were circulated to the Board and posted to the Village website prior to the meeting. Mr. Brady was in attendance and testified that the structures would be modified so that they would be setback two (2) feet from the outside edge of the curb along Kirkside Drive.

*Mr. Crockett moved to approve the Special Permit Request in Case A-6741 on the basis that the evidence presented, including the Staff Report and Case Synopsis, demonstrates that the applicable requirements for approval of the Special Permit have been met. Staff is directed to draft a decision based on this evidence, including findings of fact and conclusions approving the Special Permit Request. Mr. Ruda seconded the motion. Mr. Denger, Mr. Ruda, Mr. Winstead, Mr. Crockett and Ms. Le voted in favor of the motion. The motion passed.*

Mr. Denger stated that the temporary “reflectors”, placed in the public right-of-way adjacent to the structures must remain until the structures have been modified in compliance with the Special Permit.

**Treasurer’s Report**

The Treasurer’s Report was distributed to the Board and posted to the Village website prior to the meeting. No action was taken by the Board.

**Matters Presented for Board Discussion and Possible Action**

- **Building Facilities Commission Report:** Proposed changes to the requirements for classes in the Village Hall

Ms. Carole Lee provided a synopsis of the proposed changes to the resident-participation requirements for adult classes held in the Village Hall. A written report was circulated to the Board and posted to the Village website prior to the meeting.

*Mr. Crockett moved to allow classes to be held in the Village Hall provided each class has at least one (1) participant that resides within Chevy Chase Village. Ms. Le seconded the motion. Mr. Denger, Mr. Winstead, Mr. Crockett, and Ms. Le voted in favor of the motion. Mr. Ruda voted in opposition of the motion. The motion passed.*

- **Tree Planting Program—Native Tree Policy**

A staff report regarding the Native Tree Policy was circulated to the Board and posted to the Village website prior to the meeting. Discussion followed.

*Mr. Denger stated that since two members of the Board were absent, he would continue the discussion at the Board’s September 14, 2015 regular meeting. No action was taken by the Board.*

- **Resolution No. 07-01-15:** An ordinance to amend the fiscal year 2016 budget to increase expenditures and revenue; to create a new capital projects line item designated “Village Hall Landscaping”; to transfer \$5,900 from general fund reserves to the “Public Works, Operations” category due to increased contract costs; and to increase the “Cost Recoveries/Grants” line item by \$30,000 and the “Capital Projects, Street Maintenance” line item by \$30,000 to reflect additional costs of and reimbursement for roadway repaving on West Newlands Street.

A staff report including the Resolution was circulated to the Board and posted to the Village website prior to the meeting.

*Ms. Le moved to approve Resolution No. 07-01-15, as drafted.* Mr. Crockett seconded the motion. Mr. Denger, Mr. Ruda, Mr. Winstead, Mr. Crockett and Ms. Le voted in favor of the motion. The motion passed.

### **Contract Authorization Requests**

- **Staff Benefits Insurance Contracts**  
     Medical: *CareFirst BlueCross Blue Shield*  
     Dental: *Principal* (retroactive to July 1)

A staff report including the draft contract was circulated to the Board and posted to the Village website prior to the meeting.

*Mr. Ruda moved to authorize the Village Manager to enter into contracts in the substantial form presented, with the following providers for:*

- *Medical coverage with CareFirst Blue Cross BlueShield network under their BlueChoice Plus and Blue Preferred HSA/HRA Compatible Silver Plans. (Coverage Period September 1, 2015 through August 31, 2016)*
- *Dental coverage with the Principal Dental Preferred Provider Organization. (Coverage Period July 1, 2015 through June 30, 2016).*

Ms. Le seconded the motion. Mr. Denger, Mr. Ruda, Mr. Winstead, Mr. Crockett and Ms. Le voted in favor of the motion. The motion passed.

### **Purchase Authorization Request**

- **Computer Server**

A staff report regarding the proposed purchase was circulated to the Board and posted to the Village website prior to the meeting.

*Mr. Crockett moved to authorize the Village Manager to purchase one (1) Dell computer server in the amount of \$6,139.73 in support of Village operations.* Mr. Denger seconded the motion. Mr. Denger, Mr. Ruda, Mr. Winstead, Mr. Crockett and Ms. Le voted in favor of the motion. The motion passed.

### **Staff Report on Pending Negotiations to Develop a Memorandum of Understanding: Maryland National Capital Park & Planning Commission for the Development and Operation of the Western Grove Park**

Village staff and Counsel provided an update regarding the status of pending negotiations to develop a “Management Plan” for the Western Grove Park. Discussion followed.

The Board provided direction to staff regarding the following outstanding issues:

1. Ongoing Maintenance of the decorative water fountain: The Board supported providing ongoing maintenance for the fountain.
2. Use of Moveable Furniture: The Board stated its objection to funding replacement and maintenance of moveable furniture in the Park and directed staff to work with Park & Planning to develop a permanent furniture solution.
3. Police Protection in the Park: The Board was comfortable providing everyday municipal policing; however, the Village’s capabilities must be taken in to consideration when issue special event permits for the park. The Board asked staff to negotiate terms that would ensure Village resources are not exhausted in support of permitted events.
4. Trash/Recycling Collection in the Park: The Board was comfortable providing everyday municipal trash/recycling collection; however, the Village’s capabilities must be taken in to consideration when issue special event permits for the park. The Board asked staff to negotiate terms that would ensure Village resources are not exhausted in support of permitted events.
5. Permitting Requirements: Work with Park & Planning to develop standards for permitting the Western Grove Park that would take into consideration the Village’s capacities to provide police protection, trash/recycling collection, and limitations of available parking and impacts on the surrounding neighborhood.

## **Board Appointments**

### **Elections Supervisors**

- Charlotte Jones Carroll (East Irving Street) as a member, term ending July 2019, and as Chair, term ending July 2016

*Mr. Denger moved to appoint Charlotte Jones-Carroll (East Irving Street) as a member of the Elections Supervisors, term ending July 2019, and as Chair, term ending July 2016. Mr.*

*Crockett seconded the motion. Mr. Denger, Mr. Ruda, Mr. Winstead, Mr. Crockett and Ms. Le voted in favor of the motion. The motion passed.*

- Norm Asher (East Melrose Street) as a member, term ending July 2019

*Mr. Denger moved to appoint Norm Asher (East Melrose Street) as a member of the Elections Supervisors, term ending July 2019. Mr. Crockett seconded the motion. Mr. Denger, Mr. Ruda, Mr. Winstead, Mr. Crockett and Ms. Le voted in favor of the motion. The motion passed.*

- **Board Reappointments of Chairs to Village Committees (All 2-Year Appointments)**

The following proposed list of Chairs to Village Committees was circulated to the Board and posted to the Village website prior to the meeting.

*Mr. Denger moved to reappoint the following Committee Chairs for 2-year terms ending July 2017:*

- *Environment & Energy Committee:*  
*Dr. Marilyn Bracken (Magnolia Parkway)*

*Dr. Marea Hatziolos Grant (West Irving Street) as Co-Chairs*

- *Parks & Greenspaces Committee:*

*Judy Elliott (West Irving Street)*

*Susan Kilborn (Oliver Street) as Co-Chairs*

- *Seniors Committee:*

*Betty O'Connor (Grafton Street)*

- *Traffic Committee:*

*Porter Wheeler (Oxford Street)*

Mr. Crockett seconded the motion. Mr. Denger, Mr. Ruda, Mr. Winstead, Mr. Crockett and Ms. Le voted in favor of the motion. The motion passed.

### **Police Report**

The Police Report was distributed to the Board and posted to the Village website prior to the meeting. Discussion followed. No action was taken by the Board.

### **Manager's Report**

The Manager's Report was circulated to the Board prior to the meeting. No action was taken by the Board.

### **Adjournment**

*Mr. Crockett moved to adjourn the meeting.* Ms. Le seconded the motion. Mr. Denger, Mr. Ruda, Mr. Winstead, Mr. Crockett and Ms. Le voted in favor of the motion. The motion passed. The meeting adjourned at 9:22 p.m.

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Secretary, Chevy Chase Village Board of Managers

*Final.*